

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: September 30, 2004

PERSONNEL LETTER 04-011
Civil Service Only

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services DivisionRE: **OCTOBER 1, 2004 RETIREMENT CHANGE FOR BARGAINING UNITS 01, 04, 05, 08, 09, 10, 11, 14, 15, 16, 19, 20, 21, EXCLUDED EMPLOYEES AND JUDICIAL BRANCH EMPLOYEES**

Effective October 1, 2004, the Department of Personnel Administration authorized the discontinuance of the retirement relief for rank and file employees in bargaining units 01, 04, 05, 08, 09, 10, 11, 14, 15, 16, 19, 20, 21 and excluded employees. Additionally, effective October 1, 2004, the Judicial Council authorized the same for judicial branch employees. Therefore, the employee retirement contribution for the aforementioned employees will increase by 5%.

The Controller's Office will process an employment history mass update the night of October 6, 2004. The exclusion amount will remain the same. However, the retirement account codes and employee retirement rates will change effective October 1, 2004 as follows:

Current Account Codes	New Account Codes	Rate
T	T	8%
TC	TA	8%
05	40	6%
06	42	6%
11	10	6%
24	45	5%
33	12	6%
34	34	6%
36	36	6%
4A	4A	5%
5A	5A	6%
5B	5B	6%
5C	5C	8%
5D	5D	8%
5E	5E	8%
5F	5F	8%
55	55	8%
56	56	8%
67	19	6%
68	30	6%
93	46	6%

97	48	6%
99	49	5%

PROCESSING

The Controller's Office will process an employment history mass update on October 6, 2004 to post 505 transactions. Turnaround (TAD) PARs for this mass update will be issued. The TAD PARs will include the 10/01/04 effective date 505 transaction and the 10/01/04 effective date pay differential changes (please reference DPA Pay Letter 04-20).

If an employee's most current transaction entered on employment history reflects an effective date of October 1, 2004 or earlier the mass update process will post the 505 transaction. Transactions that reject during the mass update process will be corrected by the Controller's Office beginning October 7, 2004.

Agencies are responsible for key entering 505 transactions effective October 1, 2004 to reflect the correct account code identified in the above chart for employees with appointment or separation expiration dates prior to October 1, 2004 and for transactions keyed after the October 6 mass update. Failure to do so could result in an incorrect withholding of employee retirement contributions.

CONTACTS

If you have questions concerning this letter, please contact Sandy Westlake at (916) 324-9008 or by email at swestlake@sco.ca.gov.

For PAR documentation, contact the Personnel Liaison Unit at (916) 322-6500. Revisions to the Payroll Procedures Manual and the Personnel Action Manual are forthcoming.

JRH:SW:PMAB